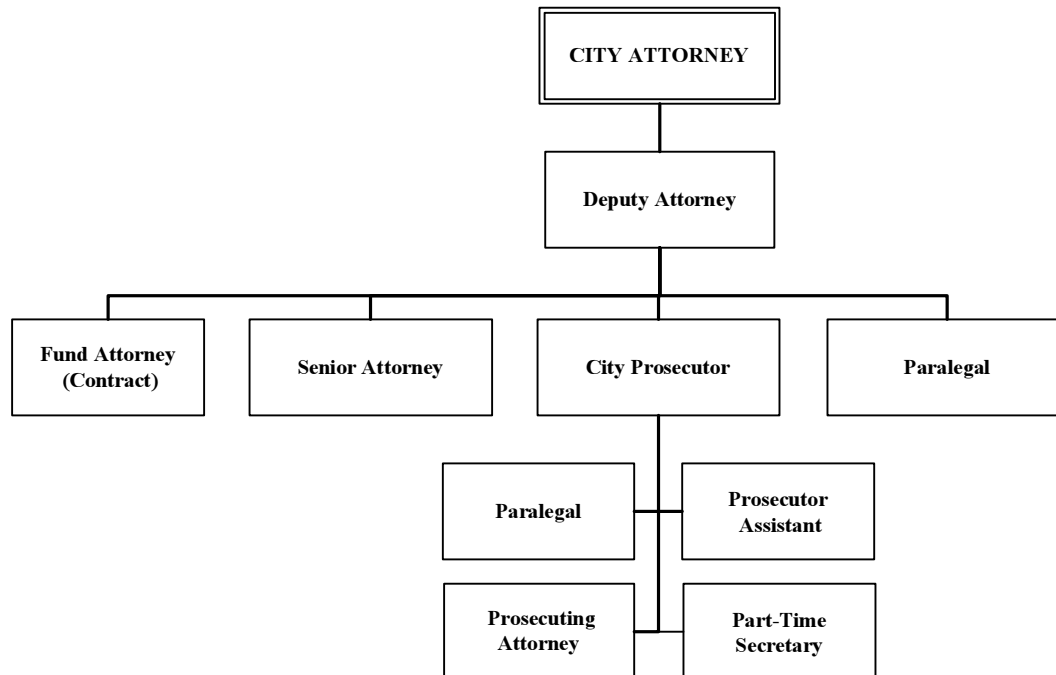


## **Department Organization**

## **City Attorney**



## **Department Description**

The City Attorney is the chief legal officer of the city and is responsible for the proper administration of its legal affairs. He, or his designated assistants, have the following functions and duties:

- (1) Prosecute all charges of violation of municipal ordinances and regulations in the courts or administrative tribunals and prosecute and defend, or supervise the prosecution and defense, of all actions and appeals involving the city in all courts and before all boards, commissions, and administrative agencies.
- (2) Attend all Council meetings, unless specifically excused therefrom.
- (3) Furnish legal advice, counsel, and assistance to the Mayor, Council, and all other city officers, boards, commissions, and agencies in relation to their duties and the business of the city.
- (4) Control and direct all legal services performed by special counsel for the city, who may be retained from time to time to assist the City Attorney in providing legal services for the city; provided, however, that the City Attorney shall not be responsible in any way for counsel who (a) has not been specifically retained by the City Attorney; (b) is not paid from funds controlled by the City Attorney; and (c) is not under the actual direction of the City Attorney's office.
- (5) Assume direction of assistants and the employees of the office, subject to the limitations and requirements of the budget, appropriations, and applicable statute and ordinances.
- (6) Prepare or review all proposed ordinances and resolutions presented to the Mayor or City Council.
- (7) Approve the form of all contracts entered into by the municipality.
- (8) Prepare the necessary affidavits and verification on behalf of the city in any and all proceedings.

## **Department Mission**

It is the objective of the City Attorney's office to serve Sandy City through the practice of law according to the highest professional standards.

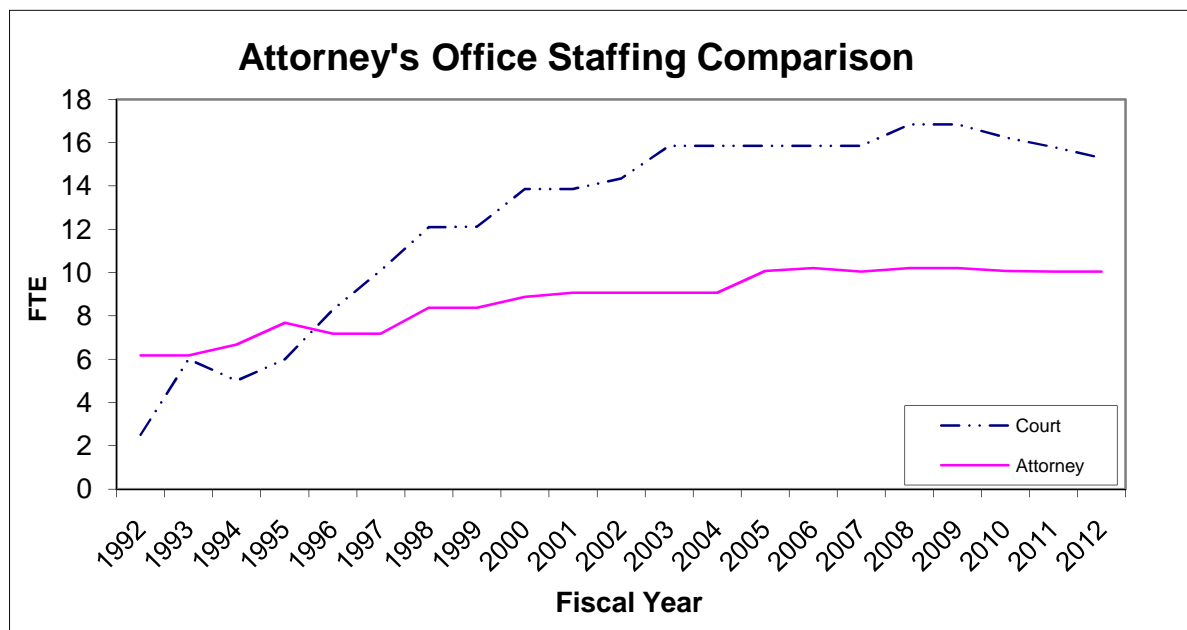
- Decrease liability exposure through increased emphasis on early risk avoidance.
- Reduce costs through increased office efficiencies.
- Streamline legal forms and processes for emergencies.
- Update ordinances to reflect evolving court rulings, legislation, and administrative needs.
- Coordinate computerized information systems with courts and police.

## Five-year Accomplishments

- Increased coordination between prosecution and grant and community services.
- Helped reduce legal claims through coordination between legal and risk management services.
- Established regular coordination with other municipal law offices in the Valley.
- Encouraged broader compliance with laws requiring quid pro quo for public expenditures.
- Maintained rate of staff growth below court expansion levels.
- Reduced reliance on outside prosecution services.
- Encouraged better coordination of City and RDA review processes.
- Relocated the prosecution office to the justice center.
- Provided legal support for school district transition.

## Performance Measures & Analysis

Expansion of justice court staff and programs increase demands on prosecution staff. Future court growth will require equivalent expansion of prosecution staff.



## Significant Budget Issues

No significant budget issues.

**Budget Information****City Attorney**

<b>Department 14</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 1,083,975	\$ 1,111,390	\$ 1,010,400	\$ 1,065,972	\$ 1,046,360
Administrative Charges					
31411 Redevelopment Agency	1,579	3,122	1,413	1,119	1,382
31412 Water	47,373	48,298	62,035	53,897	53,867
31413 Waste Collection	-	1,877	-	-	-
31415 Information Services	1,030	1,022	6,575	8,388	12,711
31416 Storm Water	17,974	17,897	18,340	13,601	15,108
31417 Alta Canyon Sports Center	1,201	681	726	1,975	1,928
31418 Golf	329	320	396	436	491
31419 Sandy Arts Guild	-	73	-	96	80
314110 Recreation	567	157	-	713	673
314111 Risk Management	20,144	12,744	20,015	15,858	24,031
<b>Total Financing Sources</b>	<b>\$ 1,174,172</b>	<b>\$ 1,197,581</b>	<b>\$ 1,119,900</b>	<b>\$ 1,162,055</b>	<b>\$ 1,156,631</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 813,418	\$ 816,552	\$ 781,573	\$ 802,851	\$ 797,924
411113 Vacation Accrual	6,692	4,856	-	-	-
411121 Seasonal Pay	9,641	9,189	8,771	11,180	11,180
411211 Variable Benefits	172,710	172,408	165,686	167,397	167,164
411213 Fixed Benefits	73,441	78,235	80,814	88,656	89,239
411214 Retiree Health Benefit	3,588	9,130	8,217	10,644	12,484
41131 Vehicle Allowance	10,713	11,191	11,191	11,148	11,148
41132 Mileage Reimbursement	573	389	411	800	800
41135 Phone Allowance	482	482	482	480	480
4121 Books, Sub. & Memberships	6,155	11,320	4,465	4,500	4,500
41231 Travel	7,394	8,550	2,486	1,754	1,754
41232 Meetings	2,794	154	928	900	900
41234 Education	841	155	50	20	20
41235 Training	794	1,203	1,829	590	590
412400 Office Supplies	6,908	24,817	8,569	6,400	6,400
412420 Postage	-	5	-	-	-
412440 Computer Supplies	1,517	388	87	582	582
412511 Equipment O & M	72	-	-	688	688
412611 Telephone	4,520	4,576	5,106	7,320	9,180
41331 Litigation/Legal Services	1,050	313	-	253	253
41332 Prosecution Services	370	250	50	132	132
41379 Professional Services	2,952	3,822	1,019	1,000	1,000
414111 IS Charges	40,573	39,596	38,166	44,760	40,213
4174 Equipment	6,974	-	-	-	-
<b>Total Financing Uses</b>	<b>\$ 1,174,172</b>	<b>\$ 1,197,581</b>	<b>\$ 1,119,900</b>	<b>\$ 1,162,055</b>	<b>\$ 1,156,631</b>

**Budget Information (cont.)**
**City Attorney**

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Appointed - Category 1:</b>					
City Attorney	\$ 3,154.40	\$ 5,230.40	1.00	1.00	1.00
Deputy City Attorney*	\$ 2,768.00	\$ 4,588.80	1.00	1.00	1.00
<b>Appointed - Category 2:</b>					
City Prosecutor*	\$ 2,453.60	\$ 4,067.20	1.00	1.00	1.00
<b>Appointed - Category 3:</b>					
Contract Attorney	\$ 32.96	\$ 54.64	1.00	0.00	0.00
<b>Regular:</b>					
Senior Attorney	\$ 2,285.60	\$ 3,789.60	1.00	2.00	2.00
Sr. Assist. City Attorney / Prosecutor	\$ 2,128.00	\$ 3,528.00	0.00	1.00	1.00
Assistant City Attorney / Prosecutor	\$ 1,982.40	\$ 3,286.40	1.00	0.00	0.00
Paralegal	\$ 1,278.40	\$ 2,119.20	2.00	2.00	2.00
Prosecutor Assistant	\$ 1,110.40	\$ 1,841.60	1.00	1.00	1.00
<b>Part-time:</b>					
Secretary	\$ 11.21	\$ 18.59	0.80	0.80	0.80
<b>Seasonal:</b>			0.28	0.25	0.25
Prosecutor Assistant	\$ 15.93	\$ 25.49			
Law Clerk	\$ 9.43	\$ 15.08			
Office Aid	\$ 7.25	\$ 11.60			
<b>Total FTEs</b>			10.08	10.05	10.05

\*Current incumbent has Regular Employee status. Upon attrition, new hire will have Appointed status.

